

CROPS HARVEST AND STORAGE RECORDS

A storage record is used to track crops from time of harvest through storage and legal transfer. Include the field in which the crop was produced; the harvest date; the lot number assigned; the bin number in which the crop was stored, with the quantity in and quantity out; the buyer with Bill of Lading (BOL) number; and any additional comments to verify product integrity, such as bin cleaning procedure and date. Maintain the records until the “Quantity In” and “Quantity Out” columns balance.

Harvest Date	Crop or Product Name	Field #	Lot #	Storage Bin #	Quantity In	Sold Date	Quantity Sold	Transaction #	Buyer Name & Address	Buyer/ BOL #

QUICK HINT: Your lot number should indicate product type; the field number product was grown in; the storage bin number; and harvest date (Julian Date or Calendar Date). A Julian Date calendar is included in this manual for your reference.
 One example of a lot number would be: SBS3B129503: Soybeans; South Farm; Field 3; Bin 1; Harvested October 22, 2003.